

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE
Monday, February 9, 2015
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of January 12, 2015.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Circuit Court – Judicial Assistant (Vacant 01/26/15).
2. District Attorney – Clerk/Typist II (Vacated 02/13/15).
3. Health – Nurse Manager (Vacated 02/02/15).
4. Human Resources – Payroll Specialist (Vacated 03/06/15).
5. Human Services (CTC) – Director of Nursing Home (Vacated 02/06/15).
6. Human Services (CTC) Community Treatment Program Worker (Vacated 0-2/06/15).
7. Human Services (CTC) – Clerk II (Vacated 02/06/15).
8. Human Services – Clerk IV/Data Control (Vacated 11/14/14).
9. Human Services – Clerk II- Economic Support (Vacated 01/19/15).
10. Human Services – Economic Support Specialist (x2) (Vacated 01/30/15, 02/05/15).
11. Human Services – Social Worker Supervisor – Juvenile Justice (Vacated 01/27/15).
12. Public Works- Highway – Fleet/Equipment & Production Manager (Vacated 11/17/14).
13. Public Works – Facilities – Housekeeper (.5 FTE) (Vacated 01/23/15).

Communications – None

Legal Bills

14. Review and Possible Action on Legal Bills to be paid.

Reports

15. County Executive Report.
16. Internal Auditor Report.
 - a) Monthly Status Update – January 1-31, 2015.
17. Human Resources Report.

Resolutions, Ordinances

18. Resolution re: Change in Table of Organization for the Human Services Department Clerk Receptionist.
19. Resolution re: Change in Table of Organization for the Health Department Public Health Educator.

Other

20. Such other matters as authorized by law.
21. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, January 12, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Moynihan, Supervisor Erickson, Supervisor Van Dyck, Supervisor Evans
Excused: Supervisor Fewell
Also Present: Chad Weininger, Troy Streckenbach, Jeff Oudeans, Dan Process, Nancy Fennema, Paul Fontecchio, Supervisor Kaster, August Neverman, Supervisor Landwehr

I. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:30 p.m.

II. Approve/modify agenda:

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of December 8, 2014.

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

Vacant Budgeted Positions (Request to Fill)

1. Airport – Buildings & Grounds Maintenance Worker - Vacated – 12/26/14.
2. Human Resources – Organizational Development Coordinator - Vacated – 1/9/15.
3. Human Services – Clinical Social Worker - Vacated – 1/2/15.
4. Human Services – Social Worker/Case Manager (Child Protection) - Vacated – 6/2/14.
5. Port & Resource Recovery – Clerk Typist II - Vacated 1/5/15.
6. Public Works Facility Mgmt. – Facility Worker - Vacated – 1/5/15.
7. Public Works Facility Mgmt. – Facility Worker (0.5 FTE) - Vacated – TBD.
8. Public Works Highway – Highway Laborer - Vacated – 1/2/15.
9. Technology Services – Network Support Specialist - Vacated – 10/31/14.
10. UW Extension – 4-H Program Assistant (.2 FTE) - Vacated – 12/31/14.
- 10a. Golf Course – Golf Course Mechanic – Vacated 6/28/13.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules and take Items 1 – 10a together. Vote taken. Ayes: Lund, Moynihan, Erickson, Van Dyck, Evans
Nays: Buckley. **MOTION CARRIED 5 to 1.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1 – 10a. Vote taken. Ayes: Lund, Moynihan, Erickson, Van Dyck, Evans Nays: Buckley. **MOTION CARRIED 5 to 1.**

Communications

11. Communication from Supervisor De Wane re: To create an ordinance for employee wage and benefits be sent to the Administration and Executive Committee in resolution format providing

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**budget fiscal impact as well as employee financial impact no later than the July Meeting.
*December Motion: Hold for one month.***

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to hold for one month.
Vote taken. MOTION CARRIED UNANIMOUSLY**

12. **Communication from Supervisor Kaster re: Form a resolution that ends health insurance coverage for county retirees and for current county employees at the time of retirement. *December Motion: To refer to staff and bring back at January meeting.***

Interim HR Director Chad Weininger reported on this communication. He indicated that in order to accomplish this, an ordinance would have to be introduced to change Chapter 4, Section 4.70, Insurance. Weininger continued that at this time there are 82 retirees receiving benefits. Of these 82 retirees, 14 are on family plans and 68 are on single plans. The payments for the retirees are about 160% which means that their premiums do not cover the cost of claims. Non-retired employees are at 92% and when you put the numbers together for the retired employees and the non-retired employees, the County is trending good at 94%. Weininger stated that in theory if the retirees were removed, the premiums for the non-retired employees may be able to be lowered or funds may be able to be used to fund part of the HRA. Weininger continued that there is a contract with the sups and the non-sups so an ordinance would have to carve them out and then the question of fairness would arise. He asked the Committee to give the retirees a year to transition if they intend to move forward with this. Weininger stated that more research would have to be done, but he felt that it may be possible for retirees to find a decent rate on the exchange for the same coverage. He would like to have some time to look into this before a decision is made.

Lund felt it would not be appropriate to drop retirees right now since it is a new year and the insurance has already been contracted for. Weininger agreed and stated that the premiums are set on the entirety and he asked Human Resources about this but he thinks that dropping this before next year would be very problematic. He explained that the open enrollment period has ended, however, dropping the retirees from the program would be considered a qualifying event and this would allow them to go to the exchange to get insurance. In the event the Committee and the Board wish to move forward with this, Weininger would like time to work with the retirees so they can make the transition as smooth as possible.

Supervisor Kaster stated that his intention would be to have this start in 2016 and he also intended to grandfather anyone on the insurance currently to continue on until they reach the age of 65. Kaster noted that for every dollar that is taken in there is a 2% administration fee, but he felt that the people working now are supporting the retirees. Eventually all of the retirees would be weaned off the program as they reach the age of 65. Kaster indicated that he would also be agreeable to stopping before the age of 65 as he felt that there would be policies available on the exchange. Lund stated he would like to see the program dropped sooner if individuals are able to get an equivalent or better deal on the exchange. He does not want to drop them and not have an alternative for the retirees, but if it would work out good for the retirees to go to the exchange, it would also work out good for the taxpayers and the current employees. Kaster agreed with this and noted that for every \$1 that is taken in, about \$1.60 is being paid out.

Supervisor Erickson stated he agreed with Kaster and Weininger on this and felt that if a new ordinance is written, it should state that future contracts will not include this so it does not become a negotiating tool. He did not think it was fair for some people to be able to get the benefit and others not be eligible.

Supervisor Buckley asked Weininger how this would affect taxes for employees who use their sick time and vacation time to pay for their insurance. Weininger stated that for sick leave, for the

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regular employee, that stops, except for the contracted employees. He stated that for contracted employees this would have to be bargained out which would be more costly. Weininger said they also talked about paying people out for the sick leave at the rate of 62¢ on the dollar as this would save quite a bit of money over the long term. Buckley felt there were many tax consequences that would have to be looked at and Weininger stated that he will look into these issues further.

Supervisor Van Dyck asked Buckley what his concerns were and Buckley responded that he knows that the contracted employees will have questions on this. Buckley stated at this time they are able to use some of the sick days and vacation time to pay for insurance premiums. He stated if they cannot use these funds for insurance premiums they would have to be cashed out and this would have to be looked at. Van Dyck stated that under COBRA an employee can take 18 months no matter what the County decides to do.

Van Dyck asked what the total premium for a single policy is and Weininger stated that it was \$6,232.44 and the family premium is \$16,585.08. Van Dyck would like to see a roll out of where people are at from an age bracket standpoint. It might be helpful to know of the people that are currently on the program, how many will be rolling off each year. He felt if the majority will be done in three years, it may not be prudent to extend it out further for a few cases. Kaster stated he just brought this up to get the ball rolling. He also wanted to make it clear that the retirees pay the entire premium plus administration costs, but it is still not cost effective.

Lund stated that Weininger made a good point in that if we look at the exchange and it is cheaper for the retirees to go on the exchange, we should give them the tools that they need, and even if they are grandfathered, we should give them the option to go on the exchange instead. Once a retiree is off the County program, they cannot come back on and this may transition more of them. Kaster stated that if employees can use their sick pay for insurance premiums they may tend to want to stay on the program. Weininger stated that this would not be an issue for non-represented employees which is the largest chunk of employees.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to refer to staff and bring back at the next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Legal Bills

13. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to pay. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

14. **County Executive Report.**

No report, no action taken.

15. **Internal Auditor Report.**

- a) **Discussion and possible action on the Final Internal Audit Report – Purchasing Function for Public Works Highway Department. *December Motion: To hold for one month.***

Internal Auditor Dan Process stated that he included a report summary in the agenda packet rather than the full report at the request of the Committee. This summary identifies the issues and recommendations as well as the responses he received. The initial response was received June 30 and it was updated on October 6 and again on November 25. Lund asked if everyone was in agreement with the recommendations. Process stated that the report also shows the follow-up that he performed and he noted that all of the recommendations are considered closed with the

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exception of the purchasing policy. Process continued that he did meet with the Highway Department and the approach is to start out with the purchasing policy as a template and try to utilize it and incorporate it in the Highway Department, adjusting it to their specific needs. Process will follow up on this on March 31 to be sure that progress is being made on this and information will be provided to the Committee at the April meeting.

Motion made by Supervisor Erickson to approve with the exception of the open issue of the purchasing method. No second; no action taken.

Process wished to make it clear that nothing in the report itself has changed. Buckley asked Paul Fontecchio of the Highway Department if he had any questions. Fontecchio responded that he has spoken with Process on this and knows what they need to do. Process also commented that he has received feedback from the Purchasing Department that the actions taken by the Highway Department have addressed some of the issues and the areas where concerns existed are much cleaner now.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve report. Vote taken. MOTION CARRIED UNANIMOUSLY

b) Board of Supervisors Budget Status Report for November, 2014.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

c) Quarterly Status Update – October 1 – December 31, 2014.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Human Resources Report.

Chad Weininger reported the following department head openings:

-Human Resources – Weininger is currently acting as interim HR Director and they are on the fast track to hiring a new director. He is hopeful to have a decision made by the end of the week.

-Health Department – Judy Friederichs will be retiring after many years and the goal is to have someone in place to replace her by the time she leaves.

-Human Services – Nancy Fennema is the interim Human Services Director and interviews will be held shortly for a replacement for Jeremy Kral.

-Medical Examiner's Office - Al Klimek has retired and Jeff Jansen is currently acting in his place. HR is holding this position until further direction from the Board; however, Weininger noted that they did put out a request for a pool of applicants with a forensics pathology background but did not receive any applicants who met the requirements.

-Highway Commissioner – Paul Van Noie is out for 30 days and Paul Fontecchio is acting on his behalf during that time.

-Lynn Vanden Langenberg has also left the County and this means that the class and comp study will probably be extended a little longer. Weininger will be working on this project on the HR team and will try to bring a timeline back to the Committee.

Weininger concluded that the County is now offering the Wisconsin Deferred Comp plan to employees and they are also working on a Fast Care type clinic which Supervisor Erickson introduced quite a while ago as this would benefit both the employees and the taxpayers.

Weininger concluded that they have four union contracts that have to be negotiated and he will keep the Committee updated on these.

**Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Other

17. **Such other matters as authorized by law. None.**

18. **Adjourn.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to adjourn at 6:01 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
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BRENT MILLER

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HUMAN RESOURCES MANAGER

February 9, 2015

Departments for position approval process at February 9, 2015 Executive Committee:

Circuit Court – Judicial Assistant

Vacated – 1/26/15

District Attorney – Clerk/Typist II

Vacated – 2/13/15

Health – Nurse Manager

Vacated – 2/2/15

Human Resources – Payroll Specialist

Vacated – 3/6/15

Human Services (CTC) – Director of Nursing Home

Vacated – 2/6/15

Human Services (CTC) – Community Treatment Program Worker

Vacated 1/19/15

Human Services (CTC) – Clerk II

Vacated – 2/6/15

Human Services – Clerk IV/ Data Control

Vacated – 11/14/14

Human Services – Clerk II (Economic Support)

Vacated – 1/19/15

Human Services – Economic Support Specialist (x2)

Vacated – 1/30/15, 2/5/15

Human Services – Social Worker Supervisor – Juvenile Justice

Vacated – 1/27/15

Public Works – Highway – Fleet/Equipment & Production Manager

Vacated – 11/17/14

Public Works – Facilities – Housekeeper (.5 FTE)

Vacated – 1/23/15

WILLIAM M. ATKINSON
Presiding Judge



CHERYL BEEKMAN
Office Manager
(920) 448-4146

CIRCUIT COURT BRANCH VIII

BROWN COUNTY COURTHOUSE
100 S. JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

TO: Troy Streckenbach, County Executive
Lynn VandenLangenberg, Interim Human Resources Manager
Brent Miller, Director of Administration

FROM: Holly Malvitz, Office Manager

DATE: January 28, 2015

SUBJECT: Request to Fill – Judicial Assistant

1. Is the position description current or does it require updates?

Position description is current; however, is being reviewed based on 2013 Comprehensive Wage Study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

All services are mandatory and essential. This position is necessary to provide support to the Circuit Court Judges. The Circuit Courts' services are mandated by State Statutes, Federal Code and both State and Federal Constitutions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Judicial Assistant provides integral support for the function of the court system. Job performance measures include work production, timeliness of output and satisfaction of the judge, attorneys and the public whom they serve.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The duties of the Judicial Assistant position require a full-time employee, and the duties cannot be absorbed by other staff. The volume of cases in each circuit court branch requires an individual employee.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Sufficient funds are available to fill the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

In order to maintain the current level of service, the position must be filled.

Budget Impact Calculation

Department: Circuit Court
Position: Judicial Assistant

Partial Budget Impact: 2/16/15 - 12/31/15 45 Weeks

Salary \$ 38,826.35

Fringe Benefits \$ 19,836.35

\$ 58,662.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 44,866.00

Fringe Benefits \$ 22,922.00

\$ 67,788.00

Note: this position is in the 2015 budget

Position vacated: 1/26/2015

Budgeted hourly wage rate: \$21.57

Total Number of FTEs Budget for this position title in budget: 9

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 9

Number of FTEs filled with this position vacant: 8

Percent of this position staffed: 89%

Analyst Recommendation: This position is open due to an internal promotion. It is responsible for providing clerical and administrative assistance to the Circuit Court Judges. The position assists the public with their inquiries and preforms other receptionist type duties. I recommend approval. Christina Connell HR Analyst

Contact Holly Malvitz 448-4146

OFFICE OF THE DISTRICT ATTORNEY

Brown County

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DAVID L. LASEE
DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Lawrence J. Lasee
Dana J. Johnson

VICTIM WITNESS COORDINATOR
Karen H. Dorau
(920) 448-4194

ASSISTANT DISTRICT ATTORNEYS

CONTRACT SPECIAL PROSECUTOR
Carley N. Miller

SPECIAL PROSECUTOR
Kristen K. Bohnert

Mary M. Kerrigan-Mares
Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin C. Greene
Eric R. Enli
Beau G. Liegeois
Kate R. Zuidmilder
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: David L. Lasee, Department Head

SUBJECT: Request to Fill – Clerk/Typist II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

This position description has been updated by the District Attorney's Office through the wage comparability study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. On a daily basis, this position is responsible for reproducing multiple copies of police reports, photographs, audio and video to be provided to defense counsel on criminal prosecutions. The copies of the police investigation must be turned over to defense counsel per statutory guidelines. Also, this position is responsible for answering phones, mail and pulling court calendars.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of discovery to meet statutory and court deadlines.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties are streamlined as much as possible, this position is critical to making sure discovery is provided to defense counsel to facilitate criminal prosecution.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities of this position would fall on existing full-time staff which would be less cost effective

Budget Impact Calculation

Department: District Attorney
Position: Clerk/Typist II

Partial Budget Impact: 2/16/15 - 12/31/15 45 Weeks

Salary \$ 22,207.50

Fringe Benefits \$ 17,276.54

\$ 39,484.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 25,662.00

Fringe Benefits \$ 19,964.00

\$ 45,626.00

Note: this position is in the 2015 budget

Position vacated: 2/13/2015

Budgeted hourly wage rate: \$13.16

Total Number of FTEs Budget for this position title in budget: 4

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 4

Number of FTEs filled with this position vacant: 3

Percent of this position staffed: 75%

Analyst Recommendation: This position is open due to an internal promotion. The Clerk II is responsible for assisting with receptionist duties and taking inquiries from the public. The position also compiles, maintains, and prepares reports and correspondences for the department and completes filing duties. I recommend approval. Christina Connell HR Analyst

Contact David Lasee 448-6314

TO: County Executive
Human Resources Director
Director of Administration

FROM: Chua Xiong – Interim Health Director

SUBJECT: Request to Fill – Nurse Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
No updates needed since the nurse manager position description was just updated June 2013.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
The duties of this position are mandatory and essential services required by local health departments in management and controlling communicable disease per WI DHS Administrative Rule Chapter 145, Control of Communicable Diseases.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Nurse Manager managed and supervised staff that provided 1,943 reportable communicable disease investigations, 503 visits to provide Tuberculosis medication, 335 Tuberculosis Skin Test, 519 vaccine preventable diseases for adults, 4 cases of newly diagnosed HIV/AIDS cases, and 34 outbreak investigations (based upon 2014 communicable disease stats). Nurse manager established communicable disease surveillance committee with community healthcare providers (infection control providers, clinics, school health, occupational health, long term healthcare facilities) in the collaborative attempts to manage and control of infectious diseases in the community.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
I do not think there are efficiencies (streamline, outsourcing job responsibilities) due to the need to protect the agency's liability by assuring that policy and procedures are maintained for the various communicable disease programs. Policy and procedures require consistency with state and federal rules/regulations, and best practice guidelines. There are also legal ramifications with HIPPA and confidentiality.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budget funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The longer the position is left vacant, the more at risk there is for the potential of communicable diseases being left unmanaged appropriately. This is due to the continuous updates with evidence base best practice in investigation/follow up of diseases stemming down from the state and national level (Center for Disease Control). Policy and Procedures must also be continuously updated to reflect these evidence best practice as well as the rules and regulations from the state and federal level. Manager position also must supervise staff to ensure any updated evidence base best practice is followed. The manager's role is to also update our surrounding healthcare providers with any new changes with evidence base practice guidelines and collaboratively work to control communicable diseases or new emerging disease (ex. Ebola) The other nurse manager who supervises the maternal child health program is very busy managing her own programs which includes assuring high risk infants/families are being followed up with home visitation, children with special healthcare needs case management, school age parent visits, child lead hazards are being investigated and followed up, assuring safe car seats for children, and other maternal child health related programs.

Budget Impact Calculation

Department: Health
Position: Nurse Manager

Partial Budget Impact: 2/16/15 - 12/31/15 45 Weeks

Salary \$ 57,221.83

Fringe Benefits \$ 22,669.62

\$ 79,891.44

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 66,123.00

Fringe Benefits \$ 26,196.00

\$ 92,319.00

Note: this position is in the 2015 budget

Position vacated: 2/18/2015

Budgeted hourly wage rate: \$31.79

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position manages programs and staff responsible for all communicable disease investigation and follows up. It is also responsible for collaborating with the surrounding healthcare providers on prevention and control of such diseases. The position also ensures all state and federal guidelines are being followed and met. I recommend approval. Christina Connell HR Analyst

Contact Chua Xiong 448-6441

HUMAN RESOURCES DEPARTMENT

Brown County

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PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

January 27, 2015

TO: Troy Streckenbach, Brown County Executive
Chad Weininger, Director of Administration

FROM: Todd VanDen Heuvel, Employee Services Manager
Human Resources

SUBJECT: Request to Fill – Payroll Specialist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)
The position description is current and has been updated in past 6 months.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
The duties of this position are critical for Brown County. This position is one of two budgeted positions tasked with processing all of the 1700+ time reports and payroll processes for the County. The other payroll staff member was just recently hired and is still learning the duties of her position therefore getting someone hired as soon as possible is very critical to ensure the continuation of service for the payroll function.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Job performance for this position is measured by the continuation of payroll processing. Because of the workload and the criticalness of this position, performance is measured by ensuring employees are paid accurately and correctly as well as in a timely fashion. Having payroll processed accurately and timely is critical to ensure employees receive their payroll checks on time and with no errors.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
Currently, Brown County is integrating the Kronos electronic time reporting system throughout all the departments. In terms of streamlining, the payroll process continues to streamline and improve efficiencies through the integration of Kronos. The current workload will continue to transition from one of manual entering and manual processing to a job that incorporates ensuring the Kronos system is working effectively and managing the system.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is budgeted for 2015. The current incumbent is retiring effective March 6th after more than 35 years of County service.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Having this position vacant for any extended period of time will have a detrimental effect on the county as it plays an integral part of getting employees their payroll checks. Any duration with this position vacant will require overtime and additional time placed on the other individual tasked with processing payroll. It will also slow the integration process of Kronos as there will be less oversight on ensuring accurate and timely payroll processing.

Budget Impact Calculation

Department: Human Resources
Position: Payroll Specialist

Partial Budget Impact: 3/1/15 - 12/31/15 43 Weeks

Salary	\$ 35,586.63
Fringe Benefits	\$ 18,721.54
	<hr/>
	\$ 54,308.17

Note: Estimated date of hire for partial year calculation is for 3/1/15

Annualized Budget Impact:

Salary	\$ 43,035.00
Fringe Benefits	\$ 22,640.00
	<hr/>
	\$ 65,675.00

Note: this position is in the 2015 budget

Position vacated: 3/1/2015

Budgeted hourly wage rate: \$20.69

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	<hr/> 2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: The position is responsible for providing payroll processing and assistance to the majority of the 26 county departments. It is vital that this position be filled as county employees pay is dependent on this individual to process each timecard and verify approvals. I recommend approval. Christina Connell HR Analyst.

Contact

Todd VanDenHeu 448-4069

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

January 16, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration & Interim Human Resources Manager

FROM: Community Treatment Center Administrator
Roberta Morschauser, RN-BSN, NHA

SUBJECT: Request to Fill – Nursing Home Director of Nursing

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)
Position is currently up to date.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
No
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Establishes standards of practice, policies and procedures in relation to nursing services delivered. Demonstrates clinical acumen in establishment of patient care plans as prepared by staff. Identifies educational needs of nursing staff in consultation with the Nurse Educator. Trains staff in specific clinical skills as needed. Initiates, defines, and updates policies and procedures for the Nursing Services Department/Nursing Home. Ensures Nursing Services Department meets licensure requirements for HSS-124 Administrative Code for Hospitals, Title XVIII and XIX survey certification requirements, and other standards as required. Supervises, advises, and provides counsel to supervisory staff reporting directly to the position. Provides consultation in the evaluation of personnel indirectly responsible for. Completes performance appraisals for direct reporting staff. Utilizing a client acuity system to determine staffing, monitors nursing services staffing schedule to provide adequate coverage and quality nursing care. Administers budget, practices cost containment, and documents deviations from budget when appropriate.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This position is necessary to assist with daily operations of the Hospital.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
The impact is severe risk for the quality of care overall for clients and placing the organization at risk for citations due to standards falling below baseline.

Budget Impact Calculation

Department: Human Services - CTC
Position: Director of Nursing Home

Partial Budget Impact: 2/9/15 - 12/31/15 46 Weeks

Salary \$ 63,461.42

Fringe Benefits \$ 23,939.46

\$ 87,400.88

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 71,739.00

Fringe Benefits \$ 27,062.00

\$ 98,801.00

Note: this position is in the 2015 budget

Position vacated: 2/6/2015

Budgeted hourly wage rate: \$34.49

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is vacant due to a resignation. The position establishes standards of practice, policies and procedures in relation to nursing services delivered. Demonstrates clinical acumen in establishment of patient care plans as prepared by staff. Trains staff in clinical skills as needed. Initiates, defines and updates policies and procedures for the Nursing Services Department/Nursing home. This position is necessary to assist with daily operations of the Hospital. The impact of not filling is severe risk to the quality of overall care for clients and placing the organization at risk for citations due to standards falling below baseline. I recommend approval. Lorrie M. Blaylock, Human Resources Analyst

Contact

Roberta Morschauer

391-4701

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

1-19-2015

TO: County Executive: Troy Streckenbach
Human Resources Manager: Chad Weininger
Director of Administration: Chad Weininger

FROM: Julie Feld, Behavioral Health Supervisor
Community Treatment Center Outpatient Department

SUBJECT: Request to Fill – CTP Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the AI form.)

Position Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This Position meets the needs of clients, many of whom are under chapter 51 commitments, or on hold open status, these services being mandated services the county provides under Chapter 51 of the Wisconsin Statutes. Additionally, this position serves clients with chronic mental health conditions that need case management to sustain their functioning in the community, thereby preventing hospitalization, or long term mental health placement.

Describe job performance measurement for this position (clients, caseload, work output, etc.)

Job performance is measured in accordance with the complexity and volume of case load held by each case manager, as reflected in employee's annual performance appraisal.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is needed to continue to meet the basic needs of existing clients, and does not present a viable opportunity to reorganize or consolidate positions, as we have a pronounced case management shortage currently, due to staff departures and medical leaves.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient for this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? Client's would go unserved/underserved, and we could risk lives and program certifications under DHS 34, DHS 36 and in respect of Targeted Case Management.

Budget Impact Calculation

Department: Human Services/CTC
Position: Community Treatment Program Worker

Partial Budget Impact: 2/15/15 - 12/31/15 45 Weeks

Salary	\$ 29,548.56
Fringe Benefits	<u>\$ 18,407.60</u>
	\$ 47,956.15

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 34,145.00
Fringe Benefits	<u>\$ 21,271.00</u>
	\$ 55,416.00

Note: this position is in the 2015 budget

Position vacated: 1/19/2015

Budgeted hourly wage rate: \$17.51

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is vacant due to an internal promotion. The position is a case management position that is essential to continued ongoing operation of case management services to existing clients with mental health and/or AODA conditions. This position is needed to continue to meet the basic needs of existing clients and if not filled, clients would go unserved/underserved and we could risk lives and program certifications under DHS 34, DHS 36 and in respect of Targeted Case Management. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Julie Feld 391-6945

6e

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

1-23-15

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration & Interim Human Resources Manager

FROM: Sue Salewski, ABC Supervisor
Brown County Human Services

SUBJECT: Request to Fill – Clerk II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the AI form.)
The job description has been updated in 2013 and is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this is a revenue based position. It is responsible to obtain demographics information; payer information; and signed authorizations from clients seen in the CTP Outpatient Clinic receiving services for Mental Health and AODA services. This is completed on all new outpatient clients and yearly updating for all existing clients. The position is responsible to accurately enter this required information into the EMR system for correct billing to occur and accurate payments received. If authorizations are not completed timely and accurately and information not entered accurately in the EMR system, the County will not receive correct payments from insurances, which could result in lost revenue.

On a daily basis the Clerk reviews the client appointment schedule, verifies which clients (new and existing) need to be seen for billing intake interview and ensures receptionists are aware which clients need to be stopped at time of appointment for Admission Clerk to interview. Clerk is required daily to verify Medicaid and Medicare eligibility on new and existing clients and ensure signed authorizations are on file. It is essential that valid signed authorizations are received to ensure billing can be completed on services rendered

Clerk is responsible in determining monthly (ATP) Ability to Pay amount based on the Wisconsin sliding fee scale and to notify client of the amount (requirement by the State of Wisconsin). This is completed on all new clients and yearly for existing clients that receive services in the clinic.

Other essential duties completed by this position include assisting with coverage on inpatient intake interviews on Nicolet Psychiatric Center when needed in absence of inpatient Clerk (which may include flexing of schedule to ensure weekend coverage for Inpatient). Maintain open episodes in EMR for clients on County Med Program. Assist at switchboard for break coverage.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The number of clients seen in the Outpatient Clinic varies daily. Clerk averages approximately 10 intake interviews daily (new and existing clients) and has the addition of daily duties to complete.

Clerk is responsible for assisting with switchboard break coverage on Mondays through Wednesdays.

Assistance from Clerk II on inpatient intake interviews is needed for coverage during staff vacations and staff shortages. Due to Nicolet admissions occurring 24/7 there may be times flexing of Clerk II schedule will be required to help ensure weekend coverage for inpatient admissions. Size of inpatient caseload is unknown as it changes daily by the number of admissions to the hospital.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

With the implementation and conversion to the new EMR system, the Admissions Clerk has assumed the responsibility for demographic maintenance duties on the system to assist the clerks in the Billing area. The re-distribution of maintenance duties has allowed Billing Clerks more time to work and process claims to payers. If maintenance duties were returned to Billing Clerks a possible reduction in turnover time of claims billed and revenue received may result.

In 2011 we did re-organize within the department and did not fill a position that had become vacated in anticipation that the new EMR system would streamline work flow. The vacant position was eliminated from the organization chart in the 2012 Budget. Work duties were re-distributed among Billing and Admissions Clerks.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is a budgeted position and has being vacated by an employee who has resigned for better opportunities.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

It is mandatory that accurate payer information and valid signed releases are obtained from clients in order to properly bill for services rendered in the outpatient clinic. If these items were not received, verified and accurately entered into the EMR system timely, revenue could be lost.

The Admissions area of the CTC ABC Department has been working full staffed for the last 2 years and it has allowed the billing department to catch up and not to have to help cover. When the position opens it will created a strain for weekend and daily coverage within the department for both the outpatient and inpatient admissions.

Billing staff would have to be pulled from their duties to help assist at times, which then causes a strain on completion of billing clerk duties, which could begin to impact revenue.

Budget Impact Calculation

Department: Human Services/CTC
Position: Clerk II - ABC

Partial Budget Impact: 2/15/15 - 12/31/15 45 Weeks

Salary	\$ 24,048.17
Fringe Benefits	<u>\$ 17,561.25</u>
	\$ 41,609.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 27,789.00
Fringe Benefits	<u>\$ 20,293.00</u>
	\$ 48,082.00

Note: this position is in the 2015 budget

Position vacated: 2/6/2015

Budgeted hourly wage rate: \$13.36

Total Number of FTEs Budget for this position title in budget:	2.5
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2.5
Number of FTEs filled with this position vacant:	1.5
Percent of this position staffed:	60%

Analyst Recommendation: This position is vacant due to a resignation. The position completes client intake interviews to obtain necessary info on payers and demographics required for billing purposes on new mental health and AODA clients to the clinic daily to ensure proper payments are received. Verifies Medicaid eligibility. Obtains financial information on clients. Enters new and existing client information and financial eligibility into the EMR computer system. Assists in switchboard coverage. It is mandatory that accurate payer information and signed releases are obtained from clients to properly bill for services. If not done in a timely manner, revenue could be lost. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Sue Salewski 391-4740

HUMAN SERVICES

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

January 7, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration & Interim Human Resources Director

FROM: Kara Navin, Office Manager II
Human Services

SUBJECT: Request to Fill – Clerk IV

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the AI form.)

The position description has been updated.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position will be responsible to complete mandated client survey requirements as well as the maintenance of the WITS database. Without the proper procedures being updated and implemented, client care would be jeopardized.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position will actively work on the psychiatry wait list by assisting with follow-up phone calls. The client satisfaction surveys will need to be mailed out monthly. Avatar reports and revised policies will need to be completed in a timely manner.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is the only clerical support of the Behavioral Health Unit and thus, cannot be fulfilled by other staff.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Without the proper procedures and databases being updated and implemented, client care would be jeopardized.

Budget Impact Calculation

Department: Human Services/CTC
Position: Clerk IV/Data Control

Partial Budget Impact: 2/15/15 - 12/31/15 45 Weeks

Salary \$ 30,966.06

Fringe Benefits \$ 18,625.67

\$ 49,591.73

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 35,783.00

Fringe Benefits \$ 21,523.00

\$ 57,306.00

Note: this position is in the 2015 budget

Position vacated: 11/14/2014

Budgeted hourly wage rate: \$18.35

Total Number of FTEs Budget for this position title in budget: 14

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 14

Number of FTEs filled with this position vacant: 13

Percent of this position staffed: 93%

Analyst Recommendation: This position is vacant due to a resignation. The position provides clerical support to assist management in meeting regulations and to be the liaison for the Adult Behavioral Health Unit at the CTC. Without the proper procedures and databases being updated, maintained and implemented by this position, client care would be jeopardized. I recommend approval.
Lorrie M. Blaylock, HR Analyst

Contact

Nancy Fennema 448-6003

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-8460 Fax (920) 448-8465

~~December 5, 2014~~

11/22/15

TO: Troy Streckenbach, County Executive
Chad Weininger, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Clerk II-- request to fill position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description has been updated and is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. The Wisconsin Home Energy Assistance Program is also a state mandated program.

This Clerk II position is at our front desk and assists hundreds of consumers (both in person and by phone) per month applying for and inquiring about public assistance programs.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position is one of the first points of contact for consumers inquiring, applying, and/or requesting economic support & energy assistance programs. The position answers hundreds of phone calls each month as well as serves hundreds of walk in consumers in our main lobby on 2nd floor in the Sophie Beaumont Bldg.

Job responsibilities include:

- Services and responds to consumer needs and requests regarding the process of applying for public assistance programs.
- Responds to basic eligibility questions – customer walk ins.
- Logs in caseworkers' appointments.
- Answers the Economic Support main phone line.
- Schedules energy assistance appointments.
- Assists in client registration process. Enters data into computer system to register consumer for public assistance programs and schedules appointments when applicable.
- Assists in date stamping, sorting, scanning and/or distributing all Economic Support mail.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

We have a crucial need for this position in our Support Services/clerical area that will assist consumers inquiring, applying, and receiving energy assistance and economic support services. This workload volume is extremely high and this position is needed to meet State requirements and expectations.

Due to efficiencies, cross-training of staff, and streamlining our operations, the Economic Support clerical unit has eliminated 4.5 positions in the past 3 1/2 years. We are at the staffing level needed and could not eliminate any additional positions.

Filling this Clerk II position is necessary to accomplish the remaining day to day responsibilities in this area.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

- Decrease in quality customer service. Consumer will wait in line longer. Frustrated and angry consumers that wait in line create a negative influence on others waiting in the lobby. This also creates an unfriendly atmosphere for families who are already in crisis.
- Phone calls may not be answered. When calls are not answered, frustrated consumers come to the agency to get answers. It then takes more time to defuse the angry consumer and get him/her the answers they need.
- Additional staff may be pulled off their main job duties to assist the front desk area. When this happens, their work will not get done timely.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Clerk II - Economic Support

Partial Budget Impact: 2/15/15 - 12/31/15 45 Weeks

Salary \$ 24,048.17

Fringe Benefits \$ 17,561.25

\$ 41,609.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 27,789.00

Fringe Benefits \$ 20,293.00

\$ 48,082.00

Note: this position is in the 2015 budget

Position vacated: 1/19/2015

Budgeted hourly wage rate: \$13.36

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This position is vacant due to a promotion. The position assists consumers in receiving, inquiring about, applying for, and/or requesting economic support programs. Schedules energy assistance appointments, logs in appointments for caseworkers, assists homeless consumers with their mail, Quest cards. Also date stamps, sorts, distributes and scans mail and backs up other support services team members. Not filling this position would mean a decrease in quality customer service and frustration by consumers. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

January 22, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Department of Administration/Interim Human Resources Manager

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position (x2)

1. Is the position description current or does it require updates?
The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.

- o The current caseload averages between 550-820 cases per worker.
- o Brown County Caseload Comparison:
 - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
 - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
 - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million
 - Nov. 2013 – total caseload = 24,019; Foodshare **monthly** issuance = \$3.1 million
 - Nov. 2014 – total caseload = 25,134; Foodshare **monthly** issuance = \$3.1 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
 - Caseloads are being minimally maintained and all duties of the job are not able to get done.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialists (2)

Partial Budget Impact: 2/9/15 - 12/31/15 46 Weeks

Salary	\$ 28,186.50
Fringe Benefits	<u>\$ 18,506.15</u>
	\$ 46,692.65 (each)

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 31,863.00
Fringe Benefits	<u>\$ 20,920.00</u>
	\$ 52,783.00 (each)

Note: this position is in the 2015 budget

Positions vacated: 1/30/15 and 2/5/15

Budgeted hourly wage rate: \$16.34

Total Number of FTEs Budget for this position title in budget:	49
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	49
Number of FTEs filled with this position vacant:	47
Percent of this position staffed:	96%

Analyst Recommendation: These two positions are vacant due to resignations. They are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

1/16/15

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration & Interim Human Resources Manager

FROM: Lana Cheslock, Children, Youth & Families Manager
Brown County Human Services

SUBJECT: Request to Fill – Social Worker Supervisor-Juvenile Justice

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The updated description has been submitted for review by the HR department.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are State mandated. Juvenile Justice Services involves intervention with youth who are at risk for and/or have actively been involved with delinquent behaviors and court involvement. Early intervention, assessment, case management, court involvement and temporary physical custody provisions must meet state required standards.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This employee would be a salaried employee with a time commitment of a full 1.0 FTE social work supervisor. A State Quality Service Review confirmed that Brown County facilitates juvenile justice interventions at the third highest case rate per county in the state of Wisconsin.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The supervisory role is necessary to manage the facilitation of work done by 12 case managers. The high caseloads held by the case managers require skilled leadership with field knowledge and direction.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The current budget has appropriate funds allocated to finance this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position requires immediate replacement to ensure that the 12 active case managers have attentive leadership and direction. Without this supervisor, an entire unit would attempt to run without direction and knowledge. This would further complicate meeting state standards set for the department and the safety of the community as a whole.

Budget Impact Calculation

Department: Human Services
Position: Social Worker Supervisor-Juvenile Justice

Partial Budget Impact: 2/2/15 - 12/31/15 47 Weeks

Salary \$ 58,524.04

Fringe Benefits \$ 23,487.35

\$ 82,011.38

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 64,750.00

Fringe Benefits \$ 25,986.00

\$ 90,736.00

Note: this position is in the 2015 budget

Position vacated: 1/27/2015

Budgeted hourly wage rate: \$31.13

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: Position was vacated due to a resignation. The duties are State mandated. The supervisory role is necessary to manage the facilitation of work done by 12 case managers. The high caseloads held by the case managers require skilled leadership with field knowledge and direction. Without this supervisor, an entire unit would be required to run without attentive leadership, direction and knowledge. This could further complicate meeting State standards set for the department and the safety of the community as a whole. I recommend approval. Lorrie Blaylock, HR Analyst

Contact Lana Cheslock 448-6176

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303
PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL H. VAN NOIE
DIRECTOR

DATE: January 19, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, County Director of Administration

FROM: Paul Fontecchio, Interim Highway Commissioner
Public Works Department

SUBJECT: Request to Fill – Fleet/Equipment & Production Manager Position, as stated in the Table of Organization

Please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes, The position description was reviewed and revised via the Human Resources Department.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, This position is vital to the operation of the Department of Public Works, as it oversees the mechanical employees who carry out the necessary repairs and routine maintenance of a 200+ fleet of vehicles and a variety of other equipment as well.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

The amount of equipment breakdowns and routine maintenance required on a multitude of County equipment types that need to be monitored/reviewed. This position oversees the workloads of a total of 15 mechanical employees and over 200 vehicles.

FLEET/EQUIPMENT & PRODUCTION MANAGER JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

This position was changed with the consolidation of the Highway & Facility Management Departments to become the Department of Public Works. It is a crucial link of our shop operations at the Public Works Department.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Fleet/Equipment & Production Manager position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The longer the position remains vacant, the longer it carries a risk of backlog to the maintenance of County equipment, which in turn puts a burden and risk of not having the proper equipment to carry out the other duties of the Department of Public Works. A past review shows that if shop operations have to be outsourced to other entities, it becomes extremely costly to Brown County.

This is a supervisory position that oversees the work of approximately 15 mechanical employees and is responsible for carrying out emergency on-call duties for all of the mechanic shop operations, along with the day-to-day asphalt plant production in overseeing its mechanical operation.

Day-to-day decisions have to be made by the Fleet/Equipment & Production Manager to keep cost controlled and coordination of employee's time for the best cost efficiencies.

Budget Impact Calculation

Department: Public Works - Highway
Position: Fleet/Equipment & Production Manager

Partial Budget Impact: 2/15/15 - 12/31/15 45 Weeks

Salary \$ 58,301.83

Fringe Benefits \$ 22,837.50

\$ 81,139.33

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 67,371.00

Fringe Benefits \$ 26,390.00

\$ 93,761.00

Note: this position is in the 2015 budget

Position vacated: 11/17/2014

Budgeted hourly wage rate: \$32.39

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is responsible for the management of the mechanic staff who are responsible for the maintenance and upkeep of the 200+ county vehicles and other county equipment. This position is also a vital part of the management staff within the Public Works Department. I recommend approval. Christina Connell Analyst

Contact Paul Fontecchio 662-2170

Public Works

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US



DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

1/15/2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works / Facilities Management

SUBJECT: Request to fill – one .5 FTE Housekeeper

1. Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).

- Yes, it is current.

2. Are the duties of the position related to essential (mandatory) services? If yes, please explain.

- Yes, this position is essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.

- This position is in the 2015 budget and due to staffing cuts in the past that led to current staffing issues.
- My staff is working overtime to try to keep up the work. Maintenance staff is also working OT to help.

- An employee being on STD and two on light duty; one of which will be on STD soon; along with the past staff cuts -maintenance employees/Facility Workers; which receive more pay per hour; are working OT to help try to keep up.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is not "fat" left to remove.
- 2012-I dropped amount of employees to take off on vacation from 2 people off Monday thru Friday down to 1 employee to be off at one time.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?

- Yes. The 2015 budget has 10 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly Overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results and many times cannot pass the Sheriff's Department's Time and Security back ground check – this means they would not be allowed to clean in most of the County's buildings.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the Counties investments clean and well maintained.

Budget Impact Calculation

Department: Public Works - Facilities
Position: Housekeeper (.5 FTE)

Partial Budget Impact: 2/15/15 - 12/31/15 45 Weeks

Salary \$ 10,016.83

Fringe Benefits \$ 8,470.38

\$ 18,487.21

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 11,575.00

Fringe Benefits \$ 9,788.00

\$ 21,363.00

Note: this position is in the 2015 budget

Position vacated: 1/23/2015

Budgeted hourly wage rate: \$11.13

Total Number of FTEs Budget for this position title in budget: 9.5

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 9.5

Number of FTEs filled with this position vacant: 9

Percent of this position staffed: 95%

Analyst Recommendation: This position is responsible for the maintenance and cleaning of our county buildings. By filling this position the staff will be able to continue to keep up the life expectancy of the buildings while providing our employees and the public with safe and clean environments. I recommend approval. Christina Connell Analyst

Contact Diane LeBoeuf 391-4856

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR FEBRUARY 9, 2015 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27-1-28-15	1/28/2015	\$ 8,667.50	Airport General
MICHAEL, BEST & FRIEDRICH LLP	1325140	1/7/2015	\$ 2,508.00	API & NCR V. GEO. WHITING, ET AL
	1325141	1/7/2015	\$ 3,388.00	RENARD ISLE OWNERSHIP TRANSFER
Total ---			\$ 14,563.50	

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

January 28, 2015

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
12/29	Phone conference with Jim Michaels at Schenck re: Jet Air;	.90
	Phone conference with Jim Michaels and Trevor Bayda re: Jet Air audit	.65
12/30	Phone conference with Sue Bertrand re: Jet Air Percentage Rent	.15
12/31	Letter from Tom Miller re: Pro-Tec employee; Work on audit re: Jet Air;	.10
	Start Memorandum to Tom Miller	1.75
1/2	Complete Memorandum re: Jet Air audit; E-mail to Schenck (Jim and Trevor);	
	Letter to Tom Miller re: Jet Air	.85
1/5	Tortious Interference with Contract Research and Memorandum re: Pro-Tec	1.50
1/6	Phone conference with Sue Bertrand re: airline negotiations;	.20
	Review proposed revisions re: Cedar Center Arts (Art Garage);	
	Phone conference with John Reed;	.70
	Review Memorandum re: Jet Air;	.10
	Letter from Tom Miller re: Pro-Tec;	
	Phone conference with Tom Miller re: Pro-Tec, Jet Air, DBE, etc.;	1.10
	Research re: DBE;	.25
	Revise Cedar Center license;	
	Letter to John Reed;	.50
	Notice from Sue re: airline negotiations	.10
1/7	Review correspondence from Pro-Tec and Tom Miller	.10
1/8	Letter from Sue Bertrand re: Skyworthy;	
	Phone conference with Sue Bertrand re: Skyworthy	.35

Page Two
January 28, 2015

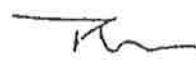
1/12	Phone conference with Sue Bertrand re: taxi agreements;	.25
	Phone conference with Attorney Bob Burns re: Pro-Tec	.30
1/13	Phone conference with Tom Miller re: Pro-tec, etc.	.40
1/14	Phone conference with Sue Bertrand re: Ed Martin;	.10
	Phone conference with Tom Hawks (Pro-Tec);	.50
	Phone conference with Tom Miller (Pro-Tec)	.25
1/21	Phone conference with Tabitha Boerschinger (attorney for NLRB);	.65
	Phone conference with Tom Miller re: Martin, NLRB, etc.;	.65
	Review NLRB complaint;	
	Phone conference with Tom Miller;	
	Phone conference with Tabitha Boerschinger	1.75
1/22	Phone conference with Tom Miller re: NLRB/Pro-Tec;	
	E-mail to Tom Miller re: NLRB complaint;	.65
	Phone conference with Tom Miller, Sue Bertrand, Steve Horton re: airline negotiations;	1.00
	Letter from Sue Bertrand re: Ed Martin;	.10
	Phone conference with Tabitha Boerschinger re: NLRB;	
	Phone conference with Tom Miller re: meeting on NLRB;	.25
	Letter from Sue Bertrand/Tom Janssen re: airline	.10
1/23	Meeting at Airport with Tom Miller, Sue Bertrand re: airline lease/operating, taxi, Jet Air, etc.	4.50
1/26	Review information from Tom Miller re: Pro-Tec, NLRB, etc.;	
	Meeting with Tom Miller re: Pro-Tec, NLRB, etc.;	3.50
	Letter from Sue Bertrand re: Jet Air audit letter;	
	Phone conference with Sue Bertrand re: Jet Air audit	.20
1/27	Review taxi agreements and nominal charges;	
	Phone conference with Sue Bertrand;	1.65
	Phone conference with Juliana Ruenzel re: Pro Tec	1.50
1/28	Review FRA lease/proposed letter re: carpet replacement;	.20
	Phone conference with Sue Bertrand re: letter to FAA;	.10
	Review calculation data from Steve Horton;	
	Meeting at Airport with Tom Miller and representative from NLRB re: Pro-Tec;	
	Conference with Sue Bertrand re: DFI searches.	2.75
	TOTAL HOURS:	30.65

Page Three
January 28, 2015

2014:	3.55 HOURS @ \$280.00 PER HOUR =	\$ 944.00
2015:	27.10 HOURS @ \$285.00 PER HOUR =	<u>+7,723.50</u>
FEES:		\$8,667.50

TOTAL AMOUNT DUE ON ACCOUNT:

\$8,667.50



Thank you.
GAW:prn

MICHAEL BEST

& FRIEDRICH LLP

CONFIDENTIAL

Kristen Hooker, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date January 7, 2015
Invoice No. 1325140

Client/Matter 018236-0044 API and NCR v. George A. Whiting, et al.

For professional services rendered through December 31, 2014, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
12/2/14	I Pitz	Review recent case correspondence and pleadings; attend teleconference among counsel; monitor filings for issues affecting client.	5.00	\$ 2,200.00
12/19/14	I Pitz	Monitor docket.	0.70	308.00
Total Hours and Services			5.70	\$ 2,508.00

Total Services	\$ 2,508.00
Total Disbursements	0.00

Total This Invoice

\$ 2,508.00

14

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1325140
018236-0044
January 7, 2015
Page 2 of 2

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>5.70</u>	\$ 440.00	<u>\$ 2,508.00</u>
Totals		5.70		\$ 2,508.00

MICHAEL BEST

& FRIEDRICH LLP

CONFIDENTIAL

Kristen Hooker, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP
Attorneys at Law
601 Pennsylvania Avenue, NW
Suite 700 South
Washington, D.C. 20004
Phone 202-747-9560
Fax 202-347-1819
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date January 7, 2015
Invoice No. 1325141

Client/Matter **018236-0046 Renard Isle Ownership Transfer**

For professional services rendered through December 31, 2014, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
11/24/14	A Wildeman	Conference call with Attorney Hooker to discuss ownership transfer of Renard Island to Brown County and Army Corp of Engineer concerns regarding same.	0.60	\$ 231.00
12/4/14	A Wildeman	Begin reviewing documents concerning the operation maintenance and ownership transfer of Renard Island and the causeway.	1.70	654.50
12/5/14	A Wildeman	Conference call with DAOCallaghan to discuss research on ownership interest in Renard Island; draft email to client regarding same.	0.80	308.00
12/5/14	D O'Callaghan	Confer with AJWildeman regarding legislative lake bed grant and discuss scope of work requested by client; begin reviewing documents forwarded by AJWildeman in connection with same.	0.60	198.00
12/11/14	D O'Callaghan	Review legislative lake bed grant, conditions of approval of Chapter 30 permit; correspondence between Army Corps and Brown County and other file materials.	1.50	495.00
12/12/14	D O'Callaghan	Continue reviewing due diligence materials.	1.10	363.00
12/17/14	A Wildeman	Conference with DAOCallaghan to discuss preliminary research and proposed next steps; schedule conference call with client to discuss same.	0.20	77.00
12/17/14	D O'Callaghan	Conference with AJWildeman discussing preliminary analysis.	0.20	66.00

14

Michael Best & Friedrich LLP
601 Pennsylvania Avenue, NW
Suite 700 South
Washington, D.C. 20004

Invoice 1325141
018236.0046
January 7, 2015
Page 2 of 2

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
12/18/14	A Wildeman	Prepare for and participate in conference call with client to discuss next steps on ownership transfer analysis and development of memo concerning same.	0.70	269.50
12/18/14	D O'Callaghan	Prepare for and participate in conference call with client and AJWildeman discussing memo on strength of rights under chapter 30 permit.	0.70	231.00
12/19/14	D O'Callaghan	Work on memo to client confirming sufficiency of chapter 30 permit for access.	1.50	495.00
Total Hours and Services			9.60	\$ 3,388.00

Total Services	\$ 3,388.00
Total Disbursements	0.00
Total This Invoice	\$ 3,388.00

Cumulative Fees and Costs:

	<u>Total Fees</u>	<u>Total Cost</u>	<u>Total</u>
Year-to-Date	\$ 3,388.00	\$ 0.00	\$ 3,388.00
Inception-to-Date	\$ 3,388.00	\$ 0.00	\$ 3,388.00

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: February 2, 2015

To: Executive Committee

From: Dan Process, Internal Auditor ^{DP}

Re: Monthly Update (January 1 – January 31, 2015)

Listed below is a summary of the projects completed or in-progress for the period indicated.

1. Projects

- a. In-progress: Report Phase – Brown County Golf Course Audit (i.e., Compliance with Contractual Requirements)
- b. In-progress: Planning Phase – Employee Health Insurance Fund Analysis
- c. In-progress: Planning Phase – Customer Service Survey

2. Standard Monthly Duties

- a. Review of the Clerk of Courts monthly bank reconciliation
- b. Review of the County Board's monthly financial statements
- c. Preparation and review of the monthly Bills over \$5,000 Report

3. Other Miscellaneous Activities

- a. Inquiries/Questions from Board Supervisor's/Department Head's
- b. Open Records Requests (1)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

16a

February 18, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HUMAN SERVICES DEPARTMENT
CLERK RECEPTIONIST

WHEREAS, the Clerk Receptionist position in the Human Services table of organization currently works 37.5 hours/week or 1,950 annual hours; and

WHEREAS, due to this schedule, the Clerk Receptionist position has to be filled by other Human Services staff for 2.5 hours every week. This creates inconsistency at the front desk and disrupts the work of other Human Services staff; and

WHEREAS, the Human Services department has requested to increase the position to 40 hours/week or 2,080 annual hours to fulfill the core business hours of 8:00 a.m.– 4:30 p.m.; and

WHEREAS, this change would create consistency at the front desk to provide quality customer service to clients and customers. It would also eliminate interruptions for other Human Services staff allowing them to remain focused on their duties; and

WHEREAS, the Human Services department in conjunction with Human Resources recommend increasing the annual hours of the Clerk Receptionist position in the Human Services table of organization from 1,950 annual hours to 2,080 annual hours (130 hours) effective March 1, 2015; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the Clerk Receptionist position in the Human Services table of organization be increased from 1,950 annual hours to 2,080 annual hours (130 hours) effective March 1, 2015.

Budget Impact:
Human Services

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Clerk Receptionist	130 hours	Addition	\$2,171	\$ 326	\$2,497
Annualized Budget Impact			\$2,171	\$ 326	\$2,497

Fiscal Note: This resolution does not require an appropriation from the General Fund. The amount will be offset by savings within the department's 2015 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 01/12/14
REQUEST TO: Human Services Committee
MEETING DATE: 01/28/14
REQUEST FROM: Chad Weininger
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Human Services Department
(Clerk Receptionist)

ISSUE/BACKGROUND INFORMATION:

The Clerk Receptionist position in the Human Services table or organization currently works 37.5 hours/week. This requires other Human Services staff to cover the front desk the remaining 2.5 hours/week creating inconsistency at the front desk and disruptions in the work of other staff.

ACTION REQUESTED:

Increase the Clerk Receptionist from 1,950 annual hours to 2,080 annual hours (130 hours) effective March 1, 2015.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$2,497
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? From savings in account #201.076.110.111.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

February 18, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HEALTH DEPARTMENT
PUBLIC HEALTH EDUCATOR

WHEREAS, the Health Department was approached to subcontract with Community Action for Healthy Living (CAHL) in 2015 to provide tobacco control services for Brown County and Stockbridge-Munsee tribe; and

WHEREAS, this grant funding would enable the Health Department to use its expertise in providing more extensive tobacco control services; and

WHEREAS, the grant funds would be used to increase a Public Health Educator position with experience in tobacco control efforts from 0.50 FTE to 0.80 FTE; and

WHEREAS, the Health Department in conjunction with Human Resources recommend utilizing the grant funding to increase the Public Health Educator position from 0.50 FTE to 0.80 FTE; and

WHEREAS, should the grant funding end, the Public Health Educator position would return to 0.50 FTE.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the grant funding from CAHL be utilized to increase a Public Health Educator position from 0.50 FTE to 0.80 FTE to provide tobacco control services; and

BE IT FURTHER RESOLVED, should the grant funding end, the Public Health Educator position will return to 0.50 FTE.

Budget Impact:
Health Department

Partial Year Budget Impact 2/1/15-12/1/15	FTE	Addition/ Deletion	Salary	Fringe	Total
Public Health Educator	(0.50)	Deletion	\$(21,727)	\$(11,352)	\$(33,079)
Public Health Educator	0.80	Addition	\$ 33,893	\$ 17,677	\$ 51,570
Partial Year Budget Impact			\$ 12,166	\$ 6,325	\$ 18,491

Fiscal Note: This resolution does not require an appropriation from the General Fund. The expense is offset by grant revenue.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 01/12/14
REQUEST TO: Human Services Committee
MEETING DATE: 01/28/14
REQUEST FROM: Chad Weininger
Interim Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Health Department (Public Health Educator)

ISSUE/BACKGROUND INFORMATION:

The Health Department has received grant funding from Community Action for Healthy Living (CAHL) to provide tobacco control services for Brown County and Stockbridge-Munsee tribe.

ACTION REQUESTED:

Increase a Public Health Educator position with experience in tobacco control efforts from 0.50 FTE to 0.80 FTE to provide tobacco control services.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$18,491
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? Grant funding from CAHL.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**